

Effective Date: January 15, 2002
Supersedes: Procedure 5.1 dated July 1, 1999
Applies To: System Office and Colleges
Procedure Responsibility: Payroll

Timesheets

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Section 5.1.1 - Non-Exempt Employees

In accordance with federal law, all non-exempt employees must submit time worked per pay period on a timesheet signed by the appropriate supervisor. Non-exempt employees are defined as employees that are eligible for overtime as defined by the federal labor laws. An employee should contact the local personnel or payroll officer for additional information.

Section 5.1.2 - Exempt Employees

- A. Exempt employees who are eligible for either overtime or compensatory time (generally 151B status) must also complete a timesheet that should be signed by the appropriate supervisor.
- B. Exempt employees who are not eligible for compensatory or overtime should not complete timesheets under KCTCS policy. The exceptions to regular time worked for these employees should be tracked via the KCTCS absence leave form.

An employee may contact the local personnel or payroll officer for additional information

Section 5.1.3 - Timesheet Instructions

1. Enter name, employee ID number, social security number, and pay period on timesheet.
2. Enter all hours worked for pay period under the appropriate KCTCS earnings codes on timesheet.
3. Review time entry for accuracy.
4. Sign time sheet.

5. Submit timesheet to supervisor.
6. Supervisor should review timesheet for accuracy.
7. Supervisor signs time sheet. NOTE: This is authentication from supervisor that time sheet is accurate.
8. Supervisor submits signed time sheets to local payroll office for data entry under prescribed payroll calendar.

Timesheets are due to local offices on payday. Failure to submit timesheets on a timely basis may result in a delay in payment.

Section 5.1.4 - Common Errors in Completing Timesheets

Payroll personnel should review all timesheets for accuracy.

The following are common errors found on timesheets.

1. Supervisor's signature missing.
2. Hours reported do not add up to correct total for that pay period.
3. Timesheets are not legible.
4. Employee signature is missing or illegible.
5. Hours reported with wrong earnings codes.
6. Pay period begin and end dates are wrong.
7. Employee Social Security Number missing.
8. Employee ID number missing.

Section 5.1.5 – Supervisor Signature

All time sheets and KCTCS absence leave forms require the signature of the employee's supervisor. Delegation of time sheet signature requirement can only be to the employee's second level supervisor (the supervisor's supervisor).

END OF PROCEDURE